

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: January 9, 2020**

**Closing Date: Until filled  
(first applicant review 1/17/2020)**

**DIRECTOR**

**Office of Civil Rights and Public Trust  
Kent County OR New Castle County**

Description of Duties:

The Office of Civil Rights and Public Trust (“OCRPT”) has a broad mandate for a number of high-profile areas. It is responsible for all public corruption and civil rights enforcement cases, as well as determining whether police use-of-force incidents constitute misconduct—and, if so, prosecuting those cases.

The OCRPT handles both criminal prosecution of public corruption cases and develops, investigates and litigates pattern and practice civil rights cases on behalf of the Department, in addition to overseeing the Actual Innocence Program. The OCRPT is responsible for protecting individual rights and liberties of Delawareans, enforcement of laws designed to ensure citizen trust in government, and conducting investigations where the Department of Justice’s other responsibilities might present the appearance of a conflict of interest. The OCRPT handles complaints involving allegations of pattern and practice discrimination in public accommodation, education, employment and housing.

Additionally, the OCRPT leads investigations into allegations of criminal conduct, violation of election laws, and misconduct by public officials and public employees including, but not limited to, theft of public funds. The OCRPT also reviews officer-involved uses of force where a substantial injury or death occurs. Finally, the OCRPT receives individual citizen complaints and referrals from the Auditor’s Office, the Public Integrity Commission and the Human Relations Commission.

The Director’s responsibilities include managerial, prosecutorial, and civil litigation duties. As Director, this individual will carry a full caseload, manage the other Deputy Attorney General in the OCRPT, coordinate assignments for all OCRPT staff and investigators; oversee administrative and support operations within the office; and perform other managerial tasks as needed. The Director also oversees the Office of Immigration Assistance. The Director is primarily responsible for evaluating applications submitted under the Actual Innocence Program to determine whether applicants meet the criteria for review of their criminal convictions.

It is strongly preferred that candidates for this Director position have criminal law experience and knowledge of the courts and state government. Applicants must either be members of the Delaware bar or plan to take the bar exam in the summer of 2020. The OCRPT has staff in both Kent and New Castle Counties and the Director may be based in either Kent or New Castle County. Travel among all three counties is required for meetings and court appearances. The Director will report directly to the Chief Deputy Attorney General.

Applicants must possess the skills necessary to effectively manage attorneys, direct investigations, evaluate cases, determine resolutions, and anticipate legal issues with the ability to research accurately and effectively and communicate the legal issues in concise and thorough written communications. S/he must have or be able to develop a good working relationship with other Deputy Attorneys General, investigators, support staff, court personnel, external agencies, and professional partners in various disciplines. Finally, s/he must have the ability to learn and apply the relevant laws and court rules.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):**

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.**